

All Workshops are FREE

Check to see if you need to sign up for Workshop by either:

Stopping by the WorkForce Center front desk or calling us at 218.302.8400 or register online at www.mn.gov/deed/duluthworkshops



Minnesota WorkForce Center—Duluth

Workshops— June 2016

DEED is an equal opportunity employer and service provider.

Upon request, workshop materials can be made available in alternate formats.

Please advise us if you require any accommodation to fully participate in any of our workshops, etc.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Using Computers in Job Search</u></p> <p>June 6th Formatting Your Resume June 13th Free and Legal Software June 20th Windows 7 June 27th Online Job Search</p>		<p>1 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>2 9:00-4:00 Creative Job Search</p>	<p>3 9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>6 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club <u>Guest Speaker UDAC ***</u> <u>11:30-12:30 ***Hiring Event—UDAC***</u> 1:00-3:00 Interviewing Techniques & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>7 8:30 – 10:30 Beginning Computer - Session 1 of 8 (Lab)</p>	<p>8 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>9 8:30 – 10:30 Beginning Computer - Session 2 of 8 (Lab)</p>	
<p>13 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 10:30 –11:30 <u>Job Club/Business of the Day—</u> <u>Online Application and Resume Review</u> <u>by Express Employment</u> 1:00-3:00 Create Resumes that Work 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>14 8:30 – 10:30 Beginning Computer - Session 3 of 8 (Lab) 1:00-5:00 New Leaf at Duluth Bethel 23 Mesaba Avenue</p>	<p>15 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>16 8:30 – 10:30 Beginning Computer - Session 4 of 8 (Lab) 9:00-4:00 Creative Job Search</p>	<p>17 9:00 –10:30 Make Minnesota Works, Work For You!</p>
<p>20 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club <u>Guest Speaker -Goodwill</u> <u>11:30-12:30 ***Hiring Event—Goodwill***</u> 1:00-3:00 Interviewing Techniques & Skills 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>21 8:30 – 10:30 Beginning Computer - Session 5 of 8 (Lab)</p>	<p>22 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>23 8:30 – 10:30 Beginning Computer - Session 6 of 8 (Lab)</p>	<p>24</p>
<p>27 8:30 WorkForce Center Orientation: Vocational Rehabilitation Services 8:30-10:30 Using Computers in Job Search 10:30 –11:30 Job Club 1:00-3:00 Create Resumes that Work 1:30-3:00 Individual Assistance: Quick Job Search Help</p>	<p>28 8:30 – 10:30 Beginning Computer - Session 7 of 8 (Lab) 2:00-4:00 How to Start a Business</p>	<p>29 10:30-12:00 Individual Assistance: Quick Job Search Help 3:30 WorkForce Center Orientation: Vocational Rehabilitation Services</p>	<p>30 8:30 – 10:30 Beginning Computer - Session 8 of 8 (Lab) 9:00-4:00 Creative Job Search</p>	